

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5238

TITLE: PLANNING TECHNICIAN III

GRADE: S-20

DEFINITION:

Under general supervision, supervises a group of lower level planning technicians and performs highly technical and advanced paraprofessional work in one or more phases of County planning and zoning, exercising independent judgment, initiative, and problem solving skills; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Planning Technician III is distinguished from the Planning Technician II in that the Planning Technician III supervises a group of Planning Technicians and performs highly advanced paraprofessional planning or zoning-related work and problem resolution (i.e. final review of certain permits, applications and related work often involving special research for Countywide projects) whereas the Planning Technician II performs complex and technical paraprofessional planning and zoning work requiring less independent action and is non-supervisory.

ILLUSTRATIVE DUTIES:

Supervises a work group of paraprofessionals, technicians and support staff to assure quality and timeliness of work;

Coordinate the assignment and scheduling of work;

Researches and responds to assigned requests for information from the public, County staff and elected officials;

Reviews and provides zoning approval on complex Building Permit applications for new residential, commercial and industrial construction and additions;

Examines and processes complex site/development plans and subdivision design plats for conformance with the Zoning Ordinance;

Reviews and provides zoning approval and issuance on complex Non-Residential Use Permits (Non-RUP) and Home Occupation Permits, and verifies Non-RUPs for uses reflected on parking tabulations;

Coordinates the scheduling of new application submissions;

Participates in the development of work program activities and recommendations governing section policies and procedures and resolves complex problems;

Oversees the updates to zoning maps to reflect recent changes and revises property files to reflect address changes;

Prepares Zoning Ordinance Supplements for reprints;

Prepares Minutes of actions of groups such as the Board of Zoning Appeals;

Prepares Return of Record to the Circuit Court on litigated cases;

Provides oversight to the content for a Division's Internet site;

Conducts specialized field studies and research;

Tracks various approval applications including Affordable Dwelling Units and commencement tracking for special exceptions, special permits and variances; and tracks zoning applications in LDS, including close-out of all zoning files;

Oversees the electronic imaging, filing, and archiving of various zoning applications, as well as other zoning-related documents and files;
Develops and maintains various databases to track various actions (e.g. Non-RUP system);
Reads, reviews and interprets the Zoning Ordinance, Comprehensive Plan and other technical documents, data, and reports;
Conducts personnel interviews and selection;
Assists with the preparation of training materials and provides training to new personnel on a variety of technical related material;
Assists in the preparation of budget materials;

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of the principles and practices, and procedures in area of specialization (e.g. planning or zoning);
Knowledge of the Comprehensive Plan, Zoning Ordinance and / or Zoning Maps
Knowledge of fundamental quantitative and statistical research methods;
Considerable knowledge or familiarity with automated information, geographic information, mapping and data base management systems;
Considerable knowledge of the development review process;
Considerable knowledge of County agencies and their functions;
Ability to read and interpret complex site plans, grading plans, house location plats, subdivision and building plans and drawings;
Ability to oversee, update and maintain and retrieve files;
Ability to collect, compile and interpret research data;
Ability to communicate effectively, orally and in writing;
Ability to maintain effective relationships with County officials, employees and the public
Familiarity with County ordinances;
Ability to coordinate work, train and supervise other paraprofessional, technical, and/or support personnel;
Ability to maintain effective relationships with County officials, employees and the public.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:
High school graduation or a G.E.D. issued by a state department of education; PLUS
Four years of non-professional planning or zoning related work, as defined by the area to which assigned.

CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

None.

ESTABLISHED: May 18, 2005